

## Security Job Sheet

**Vendor:**

**Contact:**

(General Manager)

(Site Manager)

**Contact:**

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### Security Duties

#### Exterior

- Entrance Guard (Guard shack) challenge everyone. No access without Identification and pre-approval by Medical Screening/Site Managers
- Vendor/Staff entrance. All Staff must sign in. Vendors must be expected and identified.
- Guard shack at Ambulance drop-off. No entry unless pre-approved and expected via notification to EMS section.
- Security vendor to provide additional guards for site patrol.

#### Interior

- 2 guards per occupied floor for Safety & Fire Watch. Guards are not to engage with clients with aggression. Clients are here voluntarily for isolation/quarantine. Purpose of guards is emergency Fire Watch and Safety of clients. Guards will be constant manning on occupied floors and be provided a room of refuge and decon. The rooms of refuge shall have fresh PPE's and a bio-waste can for change of soiled to clean PPE's. Snacks and water will be provided in refuge rooms. Floor guards shall be in "modified Personal Protective equipment" provided by incident while on watch. (Gloves and masks) (if any interaction with clients, guards are to add eye protection)
- Floor guards shall assist with picking up trash from clients. All trash that guards pick up shall be in tied, secured bags and placed outside of clients room in hallway. Secured bags will be deposited into Bio-waste cans located on each floor in elevator vestibule. When bio-waste can is near full, the red bag shall be tied off and lid secured. **Vendor will not take soiled bio-waste container unless red bag tied off and lid secured.** A new, clean container will be exchanged for the soiled by the Bio-waste Vendor.
- 6 Radios, 6 lapel mics, 6 spare batteries and 1 charging station are provided by Allied-Ontario. Assigned radios are as follows:

- |                        |  |
|------------------------|--|
| 1 Radio with lapel mic | Logs Support1 Radio with lapel mic                                     |
|                        | Nurses Station   |
| 2 Radio with lapel mic | Site Managers (to be transferred to oncoming site managers each shift) |
| 1 Radio with lapel mic | EMT Unit (to be transferred to oncoming EMT Unit each shift)           |
| 1 Radio with lapel mic | Left in charger  |
- 1 Radio, 1 spare battery, and charger provided by Doreen for access to Fairplex/Doreen.

Floor guards shall be used as part of the **Fire Evacuation Plan**. If the building alarm is activated, floor guards shall direct clients to stairwells for evacuation. If possible direct all clients towards the **East** stairwell for evacuation. (Both stairwells can be used, however it is beneficial to have clients use the East stairwell to prevent contamination and subsequent cleaning of both stairwells.) Floor guards shall wait until clients have evacuated the floor and follow at a safe distance providing for social distancing. (Modified PPE shall be in place). EMT's shall direct clients to the appropriate refuge area upon exiting the stairwell. Accountability shall be completed by EMT's.)

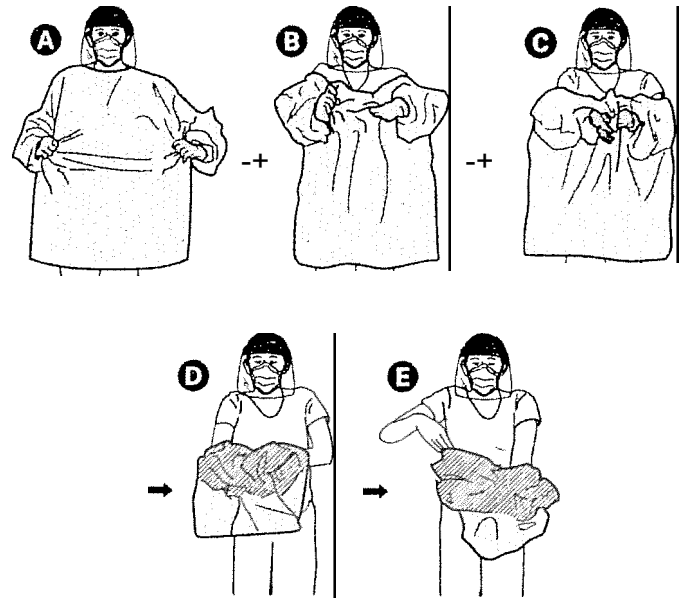
# HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT (PPE)

## EXAMPLE 2

Here is another way to safely remove PPE without contaminating your clothing, skin, or mucous membranes with potentially infectious materials. **Remove all PPE before exiting the patient room** except a respirator, if worn. Remove the respirator **after** leaving the patient room and closing the door. Remove PPE in the following sequence:

### 1. GOWN AND GLOVES

- Gown front and sleeves and the outside of gloves are contaminated!
- If your hands get contaminated during gown or glove removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp the gown in the front and pull away from your body so that the ties break, touching outside of gown only with gloved hands
- While removing the gown, fold or roll the gown inside-out into a bundle
- As you are removing the gown, peel off your gloves at the same time, only touching the inside of the gloves and gown with your bare hands. Place the gown and gloves into a waste container



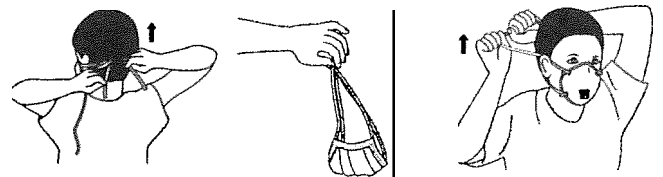
### 2. GOGGLES OR FACE SHIELD

- Outside of goggles or face shield are contaminated!
- If your hands get contaminated during goggle or face shield removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Remove goggles or face shield from the back by lifting head band and without touching the front of the goggles or face shield
- If the item is reusable, place in designated receptacle for reprocessing. Otherwise, discard in a waste container

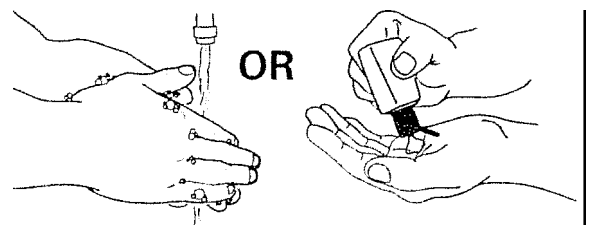


### 3. MASK OR RESPIRATOR

- Front of mask/respirator is contaminated - DO NOT TOUCH!
- If your hands get contaminated during mask/respirator removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp bottom ties or elastics of the mask/respirator, then the ones at the top, and remove without touching the front
- Discard in a waste container



### 4. WASH HANDS OR USE AN ALCOHOL-BASED HAND SANITIZER IMMEDIATELY AFTER REMOVING ALL PPE



**PERFORM HAND HYGIENE BETWEEN STEPS IF HANDS BECOME CONTAMINATED AND IMMEDIATELY AFTER REMOVING ALL PPE**

